

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

RESIDENT UNIT MANAGER

JOB DESCRIPTION

Employees in this job perform a variety of professional resident unit manager activities, in order to assist prisoners in adapting to prison life, to regulate the daily lives of prisoners, and to assist in the rehabilitation of prisoners. The employee is responsible for planning and directing the work of Resident Unit Officers. Work is performed through the application of a body of knowledge related to professional Resident Unit Manager methods, practices, procedures, policies, regulations, materials, and equipment of the resident unit manager service.

There is one classification in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Resident Unit Manager-2

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The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Directs housekeeping efforts and ensures housekeeping practices are in accordance with the American Corrections Association standards, that prisoners are informed of housekeeping responsibilities for their own areas, and that daily inspections are done. Ensures that inspections are recorded on appropriate forms.

Ensures that physical plant deficiencies are referred to maintenance. Maintains a maintenance request log that details the plant problem, date of referral, date of repair, staff who repaired the problem, and the number assigned to the maintenance request.

Provides vocational, academic, social, and personal counseling to prisoners. Selects, administers, and documents progressive and corrective disciplinary measures.

Performs as the authorized liaison and signs for all supply requisitions originating from the housing unit. Manages unit supply requisition budget.

Explains the institution and its program to residents. Meets with prisoners and prisoner groups to resolve problems and to explain rules and regulations. Responds to prisoner grievances.

Confers with administrative and medical personnel in formulating plans for work assignments, training, and other aides in institution adjustment and parole preparation.

Participates in the development and implementation of substance abuse policies and programs within the facility; identifies prisoners with drug abuse problems.

Interviews prisoners, their families, and other interested individuals or agencies to obtain personal history data. Develops case histories for use by psychiatrists and administrators for evaluation and treatment of social factors in the prisoner's situation, and for use in parole planning.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the operations of a correctional facility.

Thorough knowledge of methods of alleviating social, psychological, and environmental problems which are unique to the correctional setting.

Thorough knowledge of correctional facility custody rules, regulations, and procedures.

Thorough knowledge of current correctional treatment services, rehabilitation programs, and new trends being introduced and evaluated.

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Thorough knowledge of the underlying theories and techniques of social work as it relates to prisoners.

Thorough knowledge of security procedures.

Thorough knowledge of prisoner disciplinary procedures.

Considerable knowledge of supplies required in a housing unit.

Considerable knowledge of American Corrections Association standards on corrections facility operation and management.

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment opportunity and affirmative action practices.

Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to obtain and evaluate pertinent information from interviews with prisoners or prisoner's families.

Ability to apply current methods in the development of treatment plans for prisoners.

Ability to establish and maintain an effective working relationship with individuals and groups.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to maintain favorable public relations.

Working Conditions

The employee typically works in an environment involving a moderate degree of hazard.

Ability to deal with prisoners possessing anti-social attitudes, with their confidence, and influence their actions.

Physical Requirements

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

Education

Possession of a bachelor's degree in any major.

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Experience

One year of experience as an Assistant Resident Unit Supervisor 11, Corrections Athletic Coordinator P11, Corrections Program Coordinator P11, Corrections Shift Supervisor 12, Prison Counselor P11, or Parole Probation Officer P11.

OR

One year of experience as a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility.

OR

Two years of experience as a Corrections Shift Supervisor 11.

OR

Three years of experience as a Corrections Medical Aide 10, Corrections Resident Representative E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10.

OR

Three years in a combination of Resident Unit Officer E10 and qualifying professional experience.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
RESUNTMGR	Resident Unit Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Resident Unit Manager-2	RESUMGR2	NERE-141

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ECP Group 3
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